


City of Lompoc Community Development Department – Planning Division	
Variance Submittal Checklist	

A complete application includes the following:

All City forms available at Planning Division or
<https://www.cityoflom poc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed “General Application” Form.
- Fees paid according to the Master Fee Schedule
- \$55.00 Document Imaging Fee
- Completed “Agreement for Payment of Application Processing Fee” forms for **Planning & Engineering**
- Legal Description, as Shown on Deed or Title Report
- Present Zoning
- California Military Land Use Compatibility Analyst (CMLUCA) Report, as required by SB 1462. Local governments are now required to notify the Military of potential projects and or actions that meet one of the following criteria:
 - o Located within 1,000 feet of a military installation;
 - o Beneath a low-level flight path;
 - o Within special use airspace.

Please visit <http://cmluca.gis.ca.gov/> to generate your report. The report will advise if your project meets one of the above criteria and if noticing to the Military is required. (Effective 11/05)

- Department of Fish & Wildlife (DFW) Clearance/Fee, as required by SB 1535. The applicant must pay filing fees for a Notice of Determination or Notice of Exemption as determined by City Staff or the DFW under the California Environmental Quality Act (CEQA). **(The applicant should discuss this fee with the project Planner)**
 - o Current fees may be found at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees> **AND**
 - o **\$50.00 check payable to Santa Barbara County for processing a Notice of Determination (NOD) with DFW fee or a Notice of Exemption (NOE).** (Fees effective Jan 2018)

- A Brief Description of the Proposed Use or Request.
- Why the granting of this request is necessary or desirable, including any circumstances applicable to the property, such as size, shape, topography, location, or surroundings which deprive the subject property of privileges enjoyed by other property in the vicinity and under identical zone classification.
- Present a plot plan, drawn to scale, on a separate sheet of paper 8 ½ x 11" or larger, which shall include:
 - Property boundaries, all buildings, structures, fences or any other condition, physical or legal which directly affects or is affected by the proposed use
 - Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? __ Yes __ No**